

# Administrative Services Office

Department of Emergency & Military Affairs

**Human Resources**

**Risk Management**

**Employee Benefits**

**State Active Duty**

**Invitational Travel Orders**

**Family Assistance Fund**

**Notary Services**



## ADMINISTRATIVE SERVICES OFFICE

5636 East McDowell Road  
Phoenix, Arizona 85008

(602) 267-2807  
fax (602) 267-2954

DSN 853-2807  
[www.azdema.gov](http://www.azdema.gov)

# Administrative Services Office

STATE HUMAN  
RESOURCES OFFICE

RISK  
MANAGEMENT



## What's the Office About?



The Administrative Services Office of the Department of Emergency & Military Affairs provides properly trained employees to perform the work needed to accomplish the mission of the Department. It also provides adequate personnel support to free all functional sections from personnel administrative tasks. The Administrative Services Office is responsible for ensuring that all actions concerning covered state employees are in accordance with ADOA Personnel Rules. This office is also responsible for all actions concerning non-covered employees.

- **Danielle J. Salomon, MBA**  
Administrative Services Officer  
(602) 267-2731  
Danielle.Salomon@azdema.gov
- **Sandra Witt**  
Administrative Assistant  
(602) 267-2807  
Sandra.Witt@azdema.gov  
Notary Services, Assist with walk-ins.

## Risk Management and Loss Prevention

Risk management entails organized activity to manage uncertainty and threats. It involves people following procedures and using tools in order to ensure conformance with risk management policies. Handling everything from Risk Management, OSHA training, Workers' Compensation, and more. This section of the Administrative Services Office provides the help DEMA employees and managers need to keep the workplace safe.

- **Mike Tapia**  
Risk Manager  
(602) 629-4285  
Mike.Tapia@azdema.gov

## Hours of Operation

**Monday-Friday 8:00 a.m. – 5:00 p.m.**

## Location

**Papago Park Military Reservation  
M5101, Room E-7**

## State Human Resources Office

The State Human Resources Office is part of the Administrative Services Office and deals with human resource issues. The State Human Resources Office is responsible for all of the personnel actions for DEMA State and State Active Duty (SAD) employees.

- **Ward B. Gibbard, SPHR**  
Human Resources Manager  
(602) 267-2642  
Ward.Gibbard@azdema.gov  
Providing guidance on Classification & Compensation, Employee Relations, Compliance, Staffing, & FMLA.
- **Sheri L. Gates**  
Human Resources Coordinator (Camp Navajo)  
(928) 773-3300  
Sheri.Gates@campnavajo.com  
Located at Camp Navajo assisting employees & managers with day-to-day personnel issues including Strategic Planning, Recruitment, & Leaves of Absence.
- **Renee Stewart**  
Administrative Assistant (Camp Navajo)  
(928) 773-3245  
Renee.Stewart@campnavajo.com  
Located at Camp Navajo providing Notary Services, Assist with walk-ins, & Leaves of Absence.
- **Nichole V. Fortson**  
Human Resources Generalist (Headquarters)  
(602) 267-2993  
Nichole.Fortson@azdema.gov  
Assisting employees & managers at Papago Park & Marana with Benefits, Recruitment, Personnel Actions, & Leaves of Absence.
- **Margaret M. O'Connell**  
Human Resources Generalist (Satellites)  
(602) 267-2808  
Margaret.O'Connell@azdema.gov  
Assisting employees & managers at Project ChalleNGe, 161<sup>st</sup> ARW, 162<sup>nd</sup> FW with Benefits, Recruitment, Personnel Actions, & Leaves of Absence.

